

PROVINCE OF ALBERTA, CANADA

REGULATIONS

OF THE

DEPARTMENT OF EDUCATION

APPROVED BY

THE LIEUTENANT GOVERNOR IN COUNCIL

MAY, 1916



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GENERAL REGULATIONS

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1. These regulations shall apply to all schools under the control and management of the Department of Education.

School Grounds.

2. In rural and village districts the site for the school house shall be one approved or selected by the Department. As far as possible it should meet the following conditions: (a) It should be located as near the centre of the district as practicable; (b) It should be easily accessible to all the children of the district; (c) It should be in a dry, elevated position, admitting of easy drainage; (d) It should be removed from stagnant water and noisy surroundings.

Subject to the provisions of *The School Ordinance* in that behalf the board of any town school district may select such site or sites as in its judgment may seem desirable.

3. The school grounds in rural and village districts shall comprise an area of at least two acres. In town districts the school site shall comprise an area of not less than three acres, and more if deemed necessary by the Department in view of the size of the building to be erected thereon. The site in all cases should be levelled and kept clear of underbrush, weeds, rubbish, etc. The grounds should be surrounded by a suitable fence (not barbed wire) which should be kept in good repair.

4. Where inside toilet accommodation cannot be provided, separate privies, under different roofs, or otherwise erected according to a plan approved by the Department, shall be provided for the boys and girls. They should be widely separated and each entrance effectually screened from observation. The outhouses shall be kept in a cleanly condition and in good repair.

5. If there is any likelihood of getting good water at a reasonable cost a well should be sunk on the premises. For sanitary reasons the well should be bored or drilled if practicable, and shall be so situated and protected as to be free from surface drainage and other impurities.

In case an abundant supply of water is obtained the well should be pumped or baled out several times during the year. In all districts where water cannot be obtained by sinking a well the board shall provide a sufficient supply of wholesome drinking water for use during school hours.

School House.

6. All school houses must be built in accordance with plans and specifications approved by the Department.

Minimum School Furnishings and Equipment.

7. Every school shall be furnished with a sufficient number of comfortable seats and desks for the accommodation of the pupils attending the school. There should be provided at least sixty square feet of blackboard space; a suitable bookcase or cases to accommodate the library, if any; such maps and globes as shall be prescribed by the Department, and such other furniture and equipment as upon the recommendation of the inspector the Department may direct to be furnished.

Use of School House and Grounds.

8. Subject to the provisions of *The School Ordinance* a school house and grounds may, outside of the hours during which school is in session, be used for any lawful purpose—social, educational or religious—with the consent or approval of the board, but no advertisements other than statutory notices and notices of public meetings shall be posted on the school premises or distributed to the pupils unless approved by the board.

Conduct of Schools.

9. School shall be held between the hours of nine o'clock and twelve o'clock in the forenoon and half-past one o'clock and four o'clock in the afternoon (standard time) of every day except Saturdays, Sundays, and days declared to be holidays by or under *The School Ordinance*, but the board may alter or shorten the school hours upon receiving the permission of the Minister.

10. The board of any district may direct that school be opened at 9.30 a.m. during the whole or portion of the months of November, December, January and February; and the board of any rural district may direct that only one hour's intermission be taken at noon, in which case school shall be closed at 3.30 p.m.

11. The board of any district may direct that the time spent in the class-room by the pupils of Grades I and II shall not exceed four hours per day.

12. No pupil in a grade below the sixth shall be required to perform homework in connection with the ordinary school studies except upon the written request of the parent or guardian.

13. In ungraded schools the teacher, and in graded schools the superintendent, or the principal where there is no superintendent, shall be responsible for the organization of the school and the classification of pupils and promotions other than those based upon departmental examinations, all subject, however, to the approval of the inspector.

14. For the purposes of clauses 4 and 5 of Section 3 of The School Grants Act all pupils who have passed the Grade VIII or Public School Leaving Examination as prescribed by the Department of Education, or who submit to the Department satisfactory evidence of possessing scholarship equivalent thereto, shall be classed as being in grades above the eighth.

Duties of Pupils.

15. Every pupil registered in any school shall be required: To attend regularly and punctually and in case of absence or tardiness to give to the teacher either orally or in writing a reasonable excuse therefor; to be provided with the authorized text books and other school requisites unless such are supplied by the board or by the government; to be clean and tidy in person and clothes; to be diligent in studies, kind and courteous to class-mates, and obedient and respectful to the teacher, and to conform to the rules of the school.

16. All pupils shall be responsible to the teacher for their conduct on the school premises and also for their behaviour on the way to and from school unless accompanied by one of their parents or guardians or some person appointed by them.

17. The board may require the parent or guardian of any pupil to replace or pay for any school property destroyed, broken or damaged by such pupil, and may suspend such pupil until the property is replaced or paid for.

Course of Study.

18. The Course of Studies prescribed by the Department of Education shall form the basis of the teacher's work. It represents the minimum requirements for each grade and should be followed as a guide in classifying pupils. It may be modified to meet the needs of special schools but not without the written consent of an inspector who shall forthwith report the facts to the Department.

Teaching of Foreign Languages.

19. Subject to the provisions of Section 136 of *The School Ordinance* the board of any district may employ one or more competent persons to instruct the pupils attending school in any language other than English. Such instruction shall be given between the hours of three and four o'clock in the afternoon of such school days as may be selected by the board and shall be confined to the teaching of reading, composition and grammar. The text books used shall be those authorized by the Minister of Education.

20. In any school in which only a part of the pupils in a class receive instruction in a foreign language it shall be the duty of the teacher in charge to see that the remaining members of the class are profitably employed while such instruction is being given.

Text Books.

21. The text books used by the pupils in any school shall be those authorized by the Minister of Education. No teacher shall require his pupils to purchase text books not so authorized.

School Libraries.

22. All school library and reference books purchased by boards for the use of pupils and teachers, except those received from the Department in lieu of grants or those contained in school library lists authorized by the Department, shall be subject to the approval of the Minister.

23. The board shall provide such books as may from time to time be prescribed by the Department in which to keep a complete record of the books belonging to the school library, and also a record of every book loaned.

24. In rural and village schools the principal (or teacher) of the school shall be librarian and shall be responsible for the cataloguing and loaning of the books contained in the library.

25. Each book received into the library shall be distinctly marked on the inside of the front cover with the name and number of the school district, the number of the book and the date when received. In addition thereto there may be attached to the outside of the book a label showing the stock or accession number.

26. At the close of each school term and at any other time which may be prescribed by the board all books belonging to a library shall be called in and the proper entries regarding their return made in the library record book.

27. It shall be the duty of the teacher and the secretary of every school to make such returns regarding the school library as may be required from time to time by the Department.

Inspection of Schools.

28. Every inspector shall visit each school in his inspectoral district as frequently as the Minister may direct. On the occasion of his official visit the inspector shall have supreme authority in the school, and he shall conduct his inspection of the school and books and records of the district in accordance with the instructions of the Department.

29. If deemed necessary for the purposes of inspection the inspector may extend the regular school hours, or, upon giving due notice to the teacher and pupils he may require any school to be kept open

on Saturday, in which case the attendance for Saturday shall be duly entered in the register.

Teachers' Meetings.

30. In every school in which more than two teachers are employed it shall be the duty of the principal to convene, at least once a month, a meeting of his assistants for the purpose of conferring on matters pertaining to the organization, management and discipline of the school. A brief record of the proceedings of each meeting shall be kept and shall be referred to the inspector on the occasion of his official visit. It shall be the duty of the assistant teachers to attend such meetings and in case of their neglect or failure to do so the principal shall report the matter to the board.

Teachers' Conventions.

31. Upon receiving the approval of the Minister the officers of any teachers' association may arrange for an annual convention the object of which shall be to promote the teaching efficiency of its members.

32. The inspector shall be, *ex officio*, a member of the committee of management of each association in his inspectorate, and he shall be consulted by the committee with respect to the arrangements for the annual convention.

33. Every convention held shall be subject to the following regulations:

(1) The secretary of the association shall give due notice of the convention to each teacher residing within reasonable distance of the place of meeting. (Upon application to the Department lists of teachers will be furnished to associations.)

(2) The convention shall be held on such days as are approved by the Minister of Education.

(3) At the commencement of each session of the convention the presiding officer shall cause a roll of the members of the association to be called, and at the close of the convention the secretary shall forthwith forward to the department a record of the attendance in the form prescribed for the purpose.

(4) The president of the association shall as soon as practicable transmit to the department an outline report of the work of each session of the convention and when deemed advisable he may include in such report extracts from addresses given or papers read.

34. Every teacher who desires to attend any teachers' convention held under these regulations in the district in which his school is located, or who desires to attend the annual convention of the Provincial Educational Association, shall have the right to do so. Should the register of attendance received by the Department show that a teacher has been present at any such convention, such teacher shall be entitled to salary and the board of his school district shall be entitled to grant for the days the teacher is necessarily absent from his school in order to attend such convention.

Summer School.

35. A Summer School for the professional improvement of teachers, to be conducted under the auspices of the Department of Education, may be held at such time and place and conducted under such conditions as may be prescribed by the Minister.